

**Caleb C. Glover**  
3831 Penna Ave  
Erie, Pa 16804  
(814) 860-0612(primary) (814)-731-8468 (New Number)  
[Winter2k17@gmail.com](mailto:Winter2k17@gmail.com)

**Objective**

To receive employment as secretary, case manager, or clerical Staff to better my career in computer science. Seeking a position that utilizes my educational and professional experience while challenging me to learn new skills and gain new proficiencies.

**Experience**

Customer Service Representative, Agility Marketing 08/2014-05/2016  
Erie, PA

Help desk, assisting cardholder with their benefits and replacing cards for cardholders if there card has been lost, stolen, or checking balance for their benefits.

**Clerical Cheryl Dix**

Erie, PA  
Champion Bolt November 9, 2012 GE, Clerical- recorded names of teacher not giving specific duties and training that needed to be attended.

**Teacher AD, Sub finder**

Erie, PA

My responsibilities was to make sure the students was listening to the teacher and not giving them a hard time and doing the work that the teacher wanted done.

**Education**

**Mercyhurst- North East**

North East, PA 08/2007 – 11/2009

Post-secondary academic degree, Associate degree Credits Earned: 67

Marjor: Computer Systems Support

Reason for leaving: Graduated

**East High School**

08/2003-06/2006

Erie, Pa

High School graduated or equivalency certificate (GED)

Reason for leaving: Graduated

**Skills**

Word, Dreamweaver, Macintosh Photoshop,  
Excel, Publisher, Access, and Windows. Index Design, Adobe Flash.

**References****Name: Adam Glover**

References Type: Personal

Job Title: Curriculum Facilitator

Years Known: 20

Day Phone: (814) 392-2510

**Name: Shadra Hanyes**

References Type: Professional

Job Title: Customer Service Rep

Years Known: 4

**Name: Lisa Hanyes**

References Type: YCMA Child Care

Job Title: Professional

Years Known: 15

Day Phone: 814-440-0904

**Name: James Houston**

References Type: Professional

Job Title: Match Teacher

Years Known: 2

Email: [jhouston@mercyhurst.edu](mailto:jhouston@mercyhurst.edu)